



June 2010

# *SCHOOL FINANCE UPDATE*

*A Monthly Newsletter Published by the School Finance Division*

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This newsletter is emailed to school districts, county superintendents, county treasurers, and auditors each month. The newsletter is intended to reach all district staff involved in budgeting, accounting, enrollment, special education funding, and federal programs. Please forward it to all interested parties. Got suggestions for items to include here? We'd love to hear from you!

## **USED Approves Montana Application for Education Stabilization Funding**

The US Department of Education (USED) has approved Montana's application for State Fiscal Stabilization Funds, Phase 2. This approval was needed prior to the release of \$40.14 million in Education Stabilization Funds to Montana. The funds will be used to support K-12 BASE Aid and postsecondary programs in the Montana University System in 2010-2011. The press release from the USED announcing the release of funding to Montana is posted at <http://www2.ed.gov/news/pressreleases/2010/05/05282010b.html>. The Assurance Indicators and Descriptors that Montana needed to address as part of the application are posted at [http://opi.mt.gov/PDF/Supt/Fed\\_Stimulus/Assurance\\_Indicators\\_Descriptors.pdf](http://opi.mt.gov/PDF/Supt/Fed_Stimulus/Assurance_Indicators_Descriptors.pdf).

**OPI Contact:** Madalyn Quinlan, (406) 444-3168 or [mquinlan@mt.gov](mailto:mquinlan@mt.gov)

## **FY2009-10 Second Semester Transportation Payments**

The payment for FY2009-10 second semester transportation claims will be made on June 25, 2010. Payment will be generated only on those bus routes where all documents are current and up-to-date in the transportation system. Please be sure to update all driver certificates (TR-35) that might expire during the second semester period. Bus inspections (TR-13) for the second semester must have been completed by January 31, 2010 and entered into the transportation program.

FY2009-10 claims for reimbursement (TR-5 and TR-6) submitted between May 25 and June 30, 2010 will be paid in September 2010.

**OPI Contact:** Maxine Mougeot, (406) 444-3096 or [mmougeot@mt.gov](mailto:mmougeot@mt.gov)

## **Pupil Transportation Information Roll Over into FY2010-11**

School districts that are interested in planning their transportation budget for FY2010-11 can roll forward the bus routes and individual contracts to the next year in the Pupil Transportation program. Instructions are posted on the OPI website at the following link: [http://www.opi.mt.gov/PDF/PupilTransport/Rollover\\_Transportation.pdf](http://www.opi.mt.gov/PDF/PupilTransport/Rollover_Transportation.pdf)

**OPI Contact:** Maxine Mougeot, (406) 444-3096 or [mmougeot@mt.gov](mailto:mmougeot@mt.gov)

## **June 2010 MAPT Bus Driver Conference**

The Montana Association for Pupil Transportation (MAPT) will hold its annual conference in Great Falls at the Heritage Inn, 1700 Fox Farm Road, on June 23 – 25. Registration materials, a preliminary agenda and lodging information are available on the Pupil Transportation web page at [http://www.opi.mt.gov/pdf/PupilTransport/10TentRegist\\_Agenda.pdf](http://www.opi.mt.gov/pdf/PupilTransport/10TentRegist_Agenda.pdf)

**OPI Contact:** Maxine Mougeot, (406) 444-3096 or [mmougeot@mt.gov](mailto:mmougeot@mt.gov)

### **MASBO 2010 Summer Conference and New Clerks Academy**

The Montana Association of School Business Officials (MASBO) will hold its 2010 Summer Conference and New Clerks Academy at Grouse Mountain Lodge in Whitefish. The New Clerks Academy will be held June 15 and 16. The Summer Conference will be held June 16, 17 and 18. The New Clerks Academy offers 1½ days of valuable information for staff new to the school business office. The Summer Conference is an opportunity to attend quality training focused on school business operations, including payroll, accounting and budgeting. Both events are excellent ways to network with district clerks and business managers from across the state.

A link to the conference brochure is located on the MASBO website at:  
<http://www.masbo.com/Conferences.html> .

Online registration is available at this link:  
[http://fs3.formsite.com/masbo/SUMMER\\_CONFERENCE/index.html](http://fs3.formsite.com/masbo/SUMMER_CONFERENCE/index.html)

**Contact: Lynda Brannon, MASBO Executive Director, (406) 442-5599 or**  
[lbrannon@masbo.com](mailto:lbrannon@masbo.com)

### **2010 Summer Budgeting and Accounting Workshops**

The OPI will host free regional workshops on school finance, budgeting and accounting. The workshops will focus on the new MAEFAIRS web-based system, fund balance and reserves, transfers between funds and ARRA updates.

The workshops will be held at the following locations:

July 6 in Missoula  
July 7 in Kalispell  
July 8 in Havre  
July 9 in Great Falls  
July 13 in Sidney  
July 14 in Miles City  
July 15 in Billings  
July 16 in Bozeman

Online registration and an agenda are located on the OPI website at:  
<http://www.opi.mt.gov/RegForms/SBAW/Index.html> .

**OPI Contact: Adam Anfinson, (406) 444-4524 or** [aanfinson@mt.gov](mailto:aanfinson@mt.gov)

### **FY2008-09 Audits and Financial Reviews Due June 30, 2010**

In accordance with 2-7-503, MCA, a school district that receives \$500,000 or more of total revenues in all funds is required to have an audit. A school district with less than \$500,000 of total revenues in all funds must have a financial review at least once every four years as requested by the Office of Public Instruction and the Department of Administration, Local Government Services Bureau. A school district that spends \$500,000 or more in federal expenditures is required to have an A-133 audit.

A-133 audits for FY2008-09 were due March 31, 2010. All other audits and financial reviews for FY2008-09 are due June 30, 2010.

**OPI Contact: Rebecca Phillips, (406) 444-0783 or** [rphillips2@mt.gov](mailto:rphillips2@mt.gov)

## Grant Deadlines for June 30, 2010

The following grants end June 30, 2010:

- **Adult Basic and Literacy Education**
- **ABLE Incentive Grant - WIA**
- **English Language Civics - ABLE**
- **Carl Perkins**
- **ESEA Title IV, Part B, 21st Century Community Learning Centers**
- **IDEA Part B, Students with Disabilities**
- **IDEA Preschool**
- **Learn and Serve**
- **Gifted and Talented**
- **Services for Significant Needs Students**
- **State Adult Education**
- **Indian Education for All** (state-funded; project number XXXXXX4610 using revenue source code 3290 and expenditure program code 329)

Two payments will be made in June to accommodate year-end accounting. Cash requests submitted and approved by May 25 will be paid on June 10. Cash requests submitted and approved between May 26 and June 21 will be paid on June 23. There will be no payment on July 10.

Budget amendments must be submitted by June 1. Final Expenditure Reports are due August 10. Districts must have one approved cash request before a Final Expenditure Report can be submitted.

Questions? Click on <http://opi.mt.gov/Finance&Grants/egrants/>, then click on the Contact button to expand the page for OPI program and accounting staff contact information.

**OPI Contact: Kellee English, (406) 444-7841 or [kenglish@mt.gov](mailto:kenglish@mt.gov)**

## Year-End Procedures for ARRA Grants

The grant period for the FY2009-10 ARRA grants is July 1, 2009 – September 30, 2011. Districts are required to submit a Periodic Expenditure Report in E-Grants. This report will enable the OPI to review the status of expenditures and potential carryover. The Period Expenditure Report is submitted in E-Grants just like the Final Expenditure report, without the Final Expenditure box checked on the bottom of the report page.

Please submit the Periodic Expenditure Report by the following dates:

- **August 10, 2010:** ARRA IDEA-B and ARRA IDEA-Preschool
- **November 10, 2010:** ARRA Title I and ARRA Title I School wide

For information on Title I, Part A and ARRA Title I carryover and the waiver request process, please refer to the March 29, 2010 Official Email at this link:  
[http://www.metnet.mt.gov/Official\\_mail/I02D467B7](http://www.metnet.mt.gov/Official_mail/I02D467B7)

Note: Districts are not required to complete a FY2010-11 ARRA application.

**OPI Contact: Kellee English, (406) 444-7841 or [kenglish@mt.gov](mailto:kenglish@mt.gov)**

## Accounting Guidance

Accounting guidance for legislation approved by the 2009 Legislature and the American Recovery and Investment Act (ARRA) is located on the OPI website at [http://www.opi.mt.gov/pdf/SchoolFinance/ARRA/Guidance\\_ARRA.pdf](http://www.opi.mt.gov/pdf/SchoolFinance/ARRA/Guidance_ARRA.pdf). The guidance is for the reporting and tracking of revenues and expenditures related to funding provided in several bills approved in the 2009 legislative session, including HB645, and funding provided by the ARRA.

**OPI Contact: Rebecca Phillips, (406) 444-0783 or [rphillips2@mt.gov](mailto:rphillips2@mt.gov).**

## Transfers Between Funds

The OPI encourages school districts to read 20-9-208, MCA and A.R.M. 10.10.320 when considering transfers between funds. Transfers from the general fund to any other fund and transfers to the general fund from any other fund are prohibited unless specifically allowed by law. Transfers from one budgeted fund to another budgeted fund may not be made with funds approved by the voters or with funds raised by a nonvoted levy unless the transfer is within or directly related to the purposes for which the funds were raised. Generally, before a transfer can occur, the trustees must hold a properly noticed hearing to accept public comment on the transfer.

The Interfund Transfers spreadsheet helps sort out the provisions in state law and administrative rule. It is located on the OPI website at

[http://www.opi.mt.gov/pdf/schoolfinance/Acct/Transfer\\_Matrix.xls](http://www.opi.mt.gov/pdf/schoolfinance/Acct/Transfer_Matrix.xls)

**OPI Contact:** Denise Ulberg, (406) 444-1960 or [dulberg@mt.gov](mailto:dulberg@mt.gov)

## National School Lunch and Breakfast Program Timelines

Schools seeking reimbursement for National School Lunch and Breakfast Program meals must submit a claim to the OPI School Nutrition Program by June 18.

School Nutrition Programs will be sending new administrative packets to schools on July 1. Be sure to use this administrative information to update applications for free and reduced price meals for the 2010-11 school year.

**OPI Contact:** Alie Wolf, (406) 444-2501 or [AlieW@mt.gov](mailto:AlieW@mt.gov)

## Spend PHEP Grants by July 30, 2010

Public Health Emergency Preparedness (PHEP) grants were provided to school districts through the Montana Department of Public Health and Human Services. Please plan to obligate all grant funds by July 30, 2010. There is no carryover provision; you will lose access to the money if it is unspent. These funds can be used for any reasonable expenditure related to supplies, goods or services that will strengthen the school's ability to respond to health concerns among your population within the school.

**Contact:** Jim Murphy, DPHHS, (406) 444-4016 or [jmurphy@mt.gov](mailto:jmurphy@mt.gov).

## Useful Links

*ARRA Quarterly Reporting, Accounting Guidance and Other Resources*  
<http://www.opi.mt.gov/Finance&Grants/SchoolFinance/Index.html>

*State Entitlement Payments to Schools:*  
[http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1\\_9](http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_9)

*School Accounting:*  
[http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1\\_3](http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_3)

*Forms and Publications & Tuition:*  
[http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1\\_10](http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_10)

*Pupil Transportation:*  
[http://www.opi.mt.gov/Programs/SchoolPrograms/Pupil\\_Transportation/index.html](http://www.opi.mt.gov/Programs/SchoolPrograms/Pupil_Transportation/index.html)

*Enrollment and ANB:*  
[http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1\\_8](http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_8)

*Audit Information:* [http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1\\_4](http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_4)

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